

PLEASE POST

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE

P.O. Box 837 ~ Sells, Arizona 85634

Phone: (520) 383-6540 ~ Fax: (520) 383-4676

Website: www.tonation-nsn.gov



Job Summary - June 16, 2014

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2013 Salary
Executive					
3790	Gaming Office - Site: Tucson	Gaming Inspector	<i>New, CR</i>	6/16/2014	\$ 19.58
3623	Gaming Office - Site: Tucson	Gaming Inspection Project Assistant	<i>CR</i>	5/19/2014	\$ 21.61
3650	Executive Office	Office Specialist	<i>New, CL, CR</i>	6/16/2014	\$ 12.87
General Support Services					
3800	Motor Pool	Fleet Mechanic	<i>New</i>	6/16/2014	\$ 17.31
Membership Services					
3709	Enrollment	Enrollment Specialist	<i>CR</i>	4/14/2014	\$ 11.66
Justice Programs					
3787	Office of Attorney General	Legal Secretary	<i>CL, CR</i>	6/2/2014	\$ 17.74
3784	Advocate Program	Legal Secretary	<i>CL, CR</i>	5/27/2014	\$ 17.74
Department of Health and Human Services					
3795	Health Transportation - Site: San Lucy	Program Coordinator		6/9/2014	\$ 41,747.00
3593	Health Transportation - Site: San Lucy	Transit Driver		5/5/2014	\$ 13.19
3777	Health Transportation - Site: Ak Chin	Transit Driver		5/5/2014	\$ 13.19
3783	Health Transportation - Site: Sells	Transit Dispatcher		5/27/2014	\$ 15.30
3610	Health Transportation - Site: Sells	Transit Dispatcher		5/5/2014	\$ 15.30
3778	Senior Services	Cook		5/5/2014	\$ 11.66
3727	Senior Services/ALTCS	Case Manager		5/19/2014	\$ 48,141.00
3793	Senior Services/ALTCS	Receptionist		6/9/2014	\$ 10.83
3788	Community Health/HIV AIDS	Program Supervisor		6/9/2014	\$ 53,440.00
3577	Community Health	Licensed Practical Nurse		5/12/2014	\$ 23.86
3792	Behavioral Health	Counselor, Senior	<i>CL</i>	6/9/2014	\$ 22.15
3570	Behavioral Health	Behavioral Health Therapist	<i>CL</i>	5/12/2014	\$ 53,440.00
3758	Adult Protection Services	Family Preservation Specialist		5/19/2014	\$ 20.08
3658	Management of Health	Receptionist		5/19/2014	\$ 10.83
3689	Management of Health	Administrative Assistant	<i>CR</i>	6/9/2014	\$ 14.92
3782	Management of Health	Program Development Manager		6/2/2014	\$ 71,871.00
Department of Education					
3588	Early Childhood - Site: Sells	Teacher Aide		5/5/2014	\$ 11.66
3744	Early Childhood - Site: Sells	Teacher		3/24/2014	\$ 19.10
3572	Early Childhood - Site: Santa Rosa	Teacher		3/24/2014	\$ 19.10
3573	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	\$ 14.92
3575	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver		11/26/2012	\$ 14.92
3687	Early Childhood - Site: Vaya Chin	Teacher Aide/Driver		12/30/2013	\$ 14.92
3684	Early Childhood - Santa Rosa	Child Care Specialist		5/19/2014	\$ 9.57
3525	Recreation - Site: Hickiwan	Recreation Program Coordinator		1/21/2014	\$ 21.09
3768	Recreation - Site: Hickiwan	Water Safety Specialist (Occasional)		4/21/2014	\$ 11.66
3766	Recreation - Site: San Xavier	Water Safety Specialist (Occasional)	<i>Re-advertised</i>	6/16/2014	\$ 11.66
3767	Recreation - Site: Pisinemo	Water Safety Specialist (Occasional)	<i>Re-advertised</i>	6/16/2014	\$ 11.66
3769	Recreation - Al Jek	Water Safety Specialist (Occasional)	<i>Re-advertised</i>	6/16/2014	\$ 11.66
3763	Recreation - Site: Pisinemo	Principle Lifeguard (Occasional)	<i>Re-advertised</i>	6/16/2014	\$ 12.87
3764	Recreation - Al Jek	Principle Lifeguard (Occasional)	<i>Re-advertised</i>	6/16/2014	\$ 12.87
3762	Recreation - Site: San Xavier	Principle Lifeguard (Occasional)		4/21/2014	\$ 12.87
3761	Recreation - Site: Sells	Principle Lifeguard (Occasional)		4/21/2014	\$ 12.87
3786	Education - Tohono O'odham Nation Youth Council	Youth Services Worker		6/2/2014	\$ 9.11
Department of Natural Resources					

3534	Administration	Natural Resources Technician		5/5/2014	\$	21.09
3723	Administration	Mineral Resources Administrator		3/3/2014	\$	85,432.00
3724	Well Maintenance	Well Maintenance Supervisor		3/31/2014	\$	53,440.00
Department of Water Resources						
3708	Water Resources	Chief Hydrologist	CL	1/21/2014	\$	70,118.00
Department of Public Safety						
3748	Law Enforcement	Administrative Assistant, Senior	CR	6/9/2014	\$	17.31
3665	Law Enforcement	Police Chief		12/9/2013	\$	112,094.00

ATTENTION ALL APPLICANTS!!!

Open Until Filled: Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

Current Employees: must be in your current position for six (6) months prior to applying for another job opening. (Section III. H.h) This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position.

NOTE: All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical positions, except Receptionist.

FOR CLERICAL TESTING

Clerical testing is reserved for Monday-Friday 8:30am-10:30am and 1:30pm - 2:30pm. If applying for any clerical positions, please contact Human Resources at (520) 383-6540 to schedule an appointment.

IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!

APPLYING FOR POSITIONS

HOW TO APPLY: Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) and resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE. Applications and supporting documents become the property of the Tohono O'odham Nation.

Indian Preference and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

OPEN CONTINUOUS RECRUITMENT

DEPARTMENT	POSITION (S)	CLOSING DATE
Police Department	Police Officer	Open Continuous
Police Department	Ranger	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL) (CR)	Open Continuous

OTHER EMPLOYER'S RECRUITMENT

Sells District – Tohono O'odham Nation

Position: Business Manager

Please contact the Sells District office at 520-383-2281 to apply.

Washington Federal Bank – Sells Banking Center

Position: Customer Service Representative - Part-Time

Please send resume to: Tucson.hr@washingtonfederal.com to apply.
or by mail

4788 E. Sunrise Dr, Tucson, AZ 85718
Attn: Rebecca Sanchez, Ref. job # 14-283



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HUMAN RESOURCES OFFICE

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3790

JOB ANNOUNCEMENT

JOB TITLE: GAMING INSPECTOR
SALARY: \$19.58 PER HOUR, PLUS BENEFITS

OPENING DATE: June 16, 2014

CLOSING DATE: Open Until Filled

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. **Clerical testing is required.***

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Executive/Gaming

JOB LOCATION: Tucson, AZ

POSITION SUMMARY: Under limited supervision, protects the tribal assets and ensures the integrity of the Tohono O'odham Nation's (Nation) gaming operations by monitoring the gaming operations and facility to ensure compliance with state compact, the Nation's ordinances, regulations, the Indian Gaming Regulatory Act (IGRA), National Indian Gaming Commission (NIGC), and the Minimum Internal Control Standards (MICS).

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and four year's work experience in security or a regulatory field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must be certified by the Arizona Department of Gaming and/or Licensed by the Tohono O'odham Nation before hire.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must demonstrate 70% proficiency in grammar, spelling and math.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"



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3650

JOB ANNOUNCEMENT

JOB TITLE: OFFICE SPECIALIST

SALARY: \$11.10 - \$12.87* PER HOUR, PLUS BENEFITS

OPENING DATE: June 16, 2014

CLOSING DATE: Open Until Filled

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. *This position has career ladder opportunities. If there are no qualified applicants, applicants with some experience can be placed at a level consistent with present qualifications and move up the ladder until full Office Specialist level is met. Clerical testing is required to determine appropriate career ladder level.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Executive/Executive Office

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, provides secretarial assistance to director, office manager, and/or administrative assistants on a day-to-day basis.

SCOPE OF WORK: Office of the Chairman & Vice Chairwoman of the Tohono O'odham Nation to oversee and direct the Executive Office and Department of the Tohono O'odham Nation at a local, state, and federal level.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in general clerical work, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must type 40 Words Per Minute and demonstrate 50% proficiency in grammar, spelling and math.

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3800

JOB ANNOUNCEMENT

JOB TITLE: FLEET MECHANIC
SALARY: \$17.31 PER HOUR, PLUS BENEFITS

OPENING DATE: June 16, 2014

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: GSS/Motor Pool

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, ensures safe operation of the Tohono O'odham Nation's fleet vehicles and heavy machinery by performing inspection, service, and repair on vehicles and machinery, and by conducting preventive maintenance and diagnosis of mechanical and electrical problems.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and two years work experience as an auto mechanic, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

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3769

JOB ANNOUNCEMENT

JOB TITLE: WATER SAFETY SPECIALIST (Occasional)
SALARY: \$11.66 PER HOUR, NO BENEFITS

OPENING DATE: June 16, 2014

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Occasional (800 hours)

HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Education/Recreation

**JOB LOCATION: San Xavier, Pisinemo,
Hickiwan, Al Jek, Arizona**

POSITION SUMMARY: Under close supervision performs water safety services for swimming pool patrons and performs pool maintenance and other facility maintenance activities in adjoining areas.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience as a lifeguard in a public pool environment, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of the position.

—AND—

- Must complete an approved lifeguard training program that includes CPR and AED (Cardio Pulmonary Resuscitation and Automated External Defibrillation) certifications for the professional rescuer within six months of hire.
- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

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JOB ANNOUNCEMENT

JOB TITLE: PRINCIPLE LIFEGUARD (Occasional)

SALARY: \$12.87 PER HOUR, NO BENEFITS

OPENING DATE: June 16, 2014

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Occasional (800 hours)

HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Education/Recreation

**JOB LOCATION: Al Jek, Pisinemo,
Arizona**

POSITION SUMMARY: Under general supervision, performs water safety services for swimming pool patrons, teaches swimming classes, and performs pool maintenance and other facility maintenance activities in adjoining areas.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and two years work experience as a lifeguard and swimming instructor in a public pool environment, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must complete an approved lifeguard training program that includes CPR and AED (Cardio Pulmonary Resuscitation and Automated External Defibrillation) certifications for the professional rescuer within six months of hire.
- Must complete an approved water safety instructor program within six months of hire.
- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

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